



Jahangir Iqbal

Procurement Specialist

Hardworking Procurement professional with 20 years of experience maintaining vendor relationships to facilitate cost-effective and timely purchasing functions. Excellent negotiation and contract development skills with proficiency in SAP, MS Excel, MS Word



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Work Experience

FloorTech | Jul 2017 to May 2020



Purchase Head

- Incharge of Overall activities of Purchase department.
- Expertise in Vendor Management activities involving procurement imported and local materials, Mechanical Spares, Electrical, Project based and all general & consumables items.
- Experience in purchase activities (Forecasting, Planning & Execution)
- Collecting quotations from suppliers and negotiating the prices and terms & conditions.
- Introducing new vendors for healthy competition.
- Place Purchase order to the selected suppliers in accordance to specification.
- Monitor and co-ordinate for deliveries of items within given time and schedule.

Shabbir Tiles and Ceramics Ltd. |
Mar 1997 - Jun 2017



Deputy Manager Procurement

- Responsible for overall purchasing requirements of the company and for procuring goods and services for the best price
- Knowledge of wide a variety of purchasing concepts, practices, and procedures.
- Development of new vendors.
- Forecasting price trends.
- Collecting quotations from various vendors and negotiating the prices and other terms & conditions.
- ring the comparative chart for each & every materials.
- Procurement of mechanical, electrical, general and consumable goods from domestic market.
- Development of new components with the suppliers and experienced in Localization of Components.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Coordinate with stores and purchase department transport concerns for timely delivery.
- Monitor department transport staff activities and maintain log.
- Interaction with, Finance & Accounts Dept release the payment to the vendors as per supply terms.

Educational History

Bachelor of Commerce (Bcom) | Aug 1995

University of Karachi



- Studied Business Administration and Commerce

Diploma in Computer Science | May 1994 - April 1995

Patroman Institute (SBTE)



- Computer Operating System
- Programming Languages
- Windows, Ms Office

Skills Summary

- Vendor Management
- Cost Reduction
- Budgeting and Cost Analysis
- Rate Negotiation
- Source Developing
- Procurement Strategy
- MS Office
- SAP
- Social Media Marketing

Certification

- Purchasing Skills Development
- Social Media Marketing

Award Received

- ISO 9001-2000
- Smart Purchasing Strategies